Pendle Powerfest Limited Constitution.

1. Name

The name of the organisation is Pendle Powerfest Limited

2. Aims

The aims of Pendle Powerfest will be:

To organise and deliver a motorshow annually on the last Sunday of May

To organise additional smaller events where time and resources permit

To raise money and awareness for a different charitable organisation each year, making a sizable donation from the profits of these events to the chosen organisation(s).

The donation to be agreed by committee and directors once accounts are confirmed.

To retain some profit each year to ensure at least the cost of one main event is retained in the bank account at all times and sufficient funds are available for further investment in consumables.

To foster a family friendly, safe environment at these events.

To not exclude any particular vehicle types in these events to embrace the variety of interests of our customers

Directors will not be able to receive any monies in a form of a salary or bonus from any profits made. All profits are to be retained within the company.

3. Membership

Membership is open to anyone who:

Wishes to give their time and skills to further enhance the progress of the group.

All members to be approved by the committee and subject to a DBS check.

Levels of involvement may vary. There are company directors, committee members and associate volunteers.

The committee meetings will not always include associates but they may be included at relevant meetings

A simple membership form to be completed to register contact details and skills new applicants can offer.

A list of all members will be kept by the membership secretary.

There will be an Annual General Meeting (AGM) and will ideally be attended by all members.

Roles can be continued and changed with group approval.

Ceasing to be a member

Members may resign at any time in writing to the secretary.

Any offensive behaviour, including racist, sexist or inflammatory remarks, will not be permitted. Anyone behaving in an offensive way or breaking the equal opportunities policy may be asked not to attend further meetings or to resign from the group if an apology is not given or the behaviour is repeated. The individual concerned shall have the right to be heard by the committee, accompanied by a friend, before a final decision is made.

4. Equal Opportunities

Pendle Powerfest will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

5. Officers and committee

The business of the group will be carried out by a Committee elected at the Annual General Meeting. The Committee will meet as necessary.

**The Management Committee Leaders will be composed of…..**

Chairperson, who shall chair both general and committee meetings

Vice Chairperson, who shall chair both general and committee meetings in the Chairperson’s absence.

Secretary, who shall be responsible for the taking of minutes and the distribution of all papers

Treasurer who shall be responsible for maintaining accounts

Organiser – Overseeing the organisation of events

Show/Site Manager – Management of the event on the day

Trade Manager – Responsible for Trade/Food/Amusements stalls from start to finish

Vehicle Booking Manager – Responsible for administration of all vehicle bookings

Fundraiser/Charity Co-ordinator – Works as an intermediary between the charity and Pendle Powerfest

Stage and Entertainment Manager – Responsible for booking of acts and smooth running of entertainment on the day

Press Officer – Co-ordination with local and national press to promote events.

In the event of an officer standing down during the year a replacement will be co-opted by the next General Meeting of members.

Any committee member not attending a meeting without apology for three months will be contacted by the committee and asked if they wish to resign.

The Committee meetings will be open to any member of Pendle Powerfest wishing to attend, who may speak but not vote.

6. Meetings

6.1. Annual General Meetings

An Annual General Meeting (AGM) will be held within fifteen months of the previous AGM.

All members will be notified in writing at least 3 weeks before the date of the meeting, giving the venue, date and time.

Nominations for the committee may be made to the Secretary prior to the meeting, or at the meeting.

The quorum for the AGM will be 10% of the membership or 8 members, whichever is the greater number.

At the AGM:-

The Committee will present a report of the work of Pendle Powerfest over the year.

The Committee will present the accounts of Pendle Powerfest Limited for the previous year.

The officers and Committee for the next year will be elected.

6.2 Special General Meetings

The Secretary will call a Special General Meeting at the request of the majority of the committee or at least eight other members giving a written request to the Chair or Secretary stating the reason for their request.

The meeting will take place within twenty-one days of the request.

All members will be given two weeks notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

The quorum for the Special General Meeting will be 10% of the membership or 8 members, whichever is the greater number.

6.3 General Meetings

General Meetings are open to all members and will be held at dates to be determined by the committee

All members will be given one weeks’ notice of such a meeting, giving the venue, date, time and agenda, and notice may be by telephone, email or post.

6.4 Directors Meetings

Directors meetings may be called by the Chairperson or Secretary. Directors must receive notice of meetings at least 7 days before the meeting.

The quorum for Committee meetings is three Committee members.

7. Rules of Procedure for meetings

All questions that arise at any meeting will be discussed openly and the meeting will seek to find general agreement that everyone present can agree to.

If a consensus cannot be reached a vote will be taken and a decision will be made by a simple majority of members present. If the number of votes cast on each side is equal, the chairperson of the meeting shall have an additional casting vote.

8. Finances

An account will be maintained on behalf of the Association at a bank agreed by the committee. Three cheque signatories will be nominated by the Committee (one to be the Treasurer).  The signatories must not be related nor members of the same household.

All payments will be signed by two of the signatories.

For cheque payments, the signatories will sign the cheque.

Records of income and expenditure will be maintained by the Treasurer and a financial statement given at each meeting.

All money raised by or on behalf of Pendle Powerfest is only to be used to further the aims of the group, as specified in item 2 of this constitution.

9. Amendments to the Constitution

Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting.

Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of meeting.

Any proposal to amend the constitution will require a two thirds majority of those present and entitled to vote.

10. Dissolution

If a meeting, by simple majority, decides that it is necessary to close down the group it may call a Special General Meeting to do so. The sole business of this meeting will be to dissolve the group.

If it is agreed to dissolve the group, all remaining money and other assets, once outstanding debts have been paid, will be donated to local charitable organisation(s). The organisation(s) will be put forward to the liquidators at the meeting which agrees the dissolution.

This constitution was agreed at the Inaugural General Meeting of Pendle Powerfest on:-

Date ………/…………/…………….

Name and position in group ………………………………………….

Signed ………………………………………….

Name and position in group ………………………………………….

Signed ………………………………………….

Name and position in group ………………………………………….

Signed ………………………………………….

Name and position in group ………………………………………….

Signed ………………………………………….

Name and position in group ………………………………………….

Signed ………………………………………….